

JANET NAPOLITANO

GOVERNOR



STATE OF ARIZONA

ARIZONA DEPARTMENT OF VETERANS' SERVICES
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RICHARD G. MAXON

DIRECTOR

The Information Technology Department determines the requirements for Agency Computer and Telecommunications equipment or services. Any requests from departments or individuals that differ from the agency standard equipment must be full justified in writing and recommended for approval by the Deputy Director. Request made by the Deputy Director will be submitted for approval to the Director.

The following criteria are to be adhered to when requesting equipment:

- Only the minimum necessary features needed to perform the required tasks
- Brand names are not specified unless there is no practicable means to avoid such a specification. If a brand name is specified, the IT Department will identify those salient features of the brand name product that are requires to perform the necessary tasks.

Requestor First Name		
Requestor Last Name		
Department		
Office/Building Location		
Email Address		
Type of Hardware Requested		
Description of Request (list any specifications required)		
Explain the need for the hardware, what solution does it fulfill, what will the product be used for?		
What is the current solution being used?		
Deputy Director approval	Yes	No
Deputy Director name printed	Deputy Director signature	

After you have filled out the form above please print and send to the Deputy Director for approval. Once approved by the Deputy Director the request will then go to the Information Technology Manager and Purchasing for procurement.